

**United  
States  
Department  
of Agriculture**

**Natural  
Resources  
Conservation  
Service**

**National Plant Data Center**  
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**Cooperative Agreement between the National Plant Data Center  
and**

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This agreement is developed between the USDA Natural Resource Conservation Service, National Plant Data Center, Baton Rouge, Louisiana (hereafter, NPDC) and \_\_\_\_\_ (hereafter, the Contributor). The agreement covers the digitizing of photos or drawings and the use of digitized images for inclusion into the PLANTS photo gallery of the PLANTS Web site.

NPDC and the Cooperator agree that:

1. If slides and or drawings are submitted they will be scanned, resized, formatted, cropped, sharpened, color corrected, and stored as one megabyte files or larger in the NPDC in-house photo library.
2. Digital submissions and scanned images that are maintained in the in-house photo library will not be made available to the public.
3. As deemed appropriate by NPDC, a thumbnail image and a larger image suitable for monitor display and PC printing will be presented on the PLANTS public web site.

The NPDC agrees:

1. To digitize selected slides or photos or drawings and return copies of digital images to the Contributor. The NPDC further agrees to return all original photos, slides or CDs to the Contributor within three weeks after receiving them. If the NPDC contracts with an outside vendor to perform any work, the following wording protecting the rights of the Contributor will accompany any work order:

“This contract confers all rights and restrictions in the digitized version of each image to <Contributor>, and the vendor releases all claims to any rights in the digitized version of each image.”

2. To provide full credit to the photographer whenever the image is displayed in any way, and also to provide indication of copyright if this applies.

The Contributor agrees:

1. To provide the NPDC with slides, photos or previously digitized images of North American plants that are supported by as much of the following information as possible:
  - scientific name
  - plant symbol (from PLANTS)
  - image description, if useful or desired
  - geographic location, if known
  - image orientation (p=portrait or l=landscape)
  - image identifier (number or code on slide that links this information to the photo)
  - photographer
  - name of copyright holder, if any
  - address of copyright holder, if copyrighted
  - phone number of copyright holder, if copyrighted
  - email of copyright holder, if copyrighted

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Lincoln M. Moore  
National Plant Data Center

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Date

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<Contributor>

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Date